



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 9/14/10**

### **Robbins Library Board of Trustees Minutes of the Meeting September 14, 2010**

#### **Call to Order**

Chairman Kathryn Gandek-Tighe called the meeting to order at 7:20 p.m. Attending were trustees, Heather Calvin, Katherine Fennelly, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

#### **Approval of Minutes**

Upon a motion by Ms. Fennelly with a second by Ms. Muldoon, the Board approved the minutes of the meeting of August 17, 2010.

#### **Communications**

The Eldridge Farmer Trust Fund Commissioners sent a letter to the library enclosing a check for \$1401.23 which is the disbursement amount from the Farmer Fund for FY '11.

The Friends of the Library is planning to host a performance of Charles Dickens Christmas Carol at the library in December. The board reached a consensus that this would be fine.

#### **Community Time**

No members of the community were present.

#### **Director's Report**

Ms. Loud explained that a new vendor being used for purchasing playaways has better benefits including a more generous replacement policy.

The community room at the Fox is now being scheduled by the Park and Recreation Department. This has caused some issues that we are trying to alleviate.

The community read book seems to be very popular and all of the copies are out most of the time. Ms. Loud will order more copies.

#### **Preliminary Discussion of FY 2012 Budget**

Ms. Loud discussed with the board next fiscal year's potential for a 10% budget cut, which would translate into a \$200,000 cut. It is uncertain if the town will consider a Proposition 2 budget override.

#### **Open Meeting Law**

Ms. Loud contacted the town counsel to clarify the open meeting law in terms of multiple board members meeting. If multiple members are planning to meet, an agenda and "an intent to meet" posting, must be posted in advance. Town Counsel referred the Trustees to the memo regarding this topic that she sent to all applicable bodies on March 4, 2010.

### **Fundraising/Foundation**

Ms. Gandek-Tighe is trying to co-ordinate a promotional piece that includes all of the non-profit organizations in town that specifically support town governmental bodies.

The board budgeted for 80 hours of fundraising support for FY '12. There was a discussion about how to financially support the library's social media strategy. The board requested a more complete picture of how Facebook would fit into the library marketing plan.

Robbins Library Foundation paperwork has been filed. Ms. Fennelly will be writing the bylaws.

Ms. Kennedy-Pfister emailed the State Ethics Commission to clarify the conflict of interest law for an individual serving on the Board of Trustees and being a Board member of the Robbins Library Foundation. David Wilson, Legal Division Deputy Chair, wrote a letter of advice which was distributed to the Board. Ms. Kennedy-Pfister requested that everyone read the letter multiple times in order to understand the content.

Ms. Loud clarified with Town Counsel how to maintain confidentiality of certain donors. Town Counsel will work with Ms. Loud to implement a system as needed.

### **Meeting Room Issues**

Ms. Loud clarified multiple issues regarding fundraising with Town Counsel. Town Counsel recommended that the meeting room policy needs to be consistent among all groups. This led to a discussion about different fees and fundraising that has happened in the past by groups in the community room. Ms. Loud will work on this during the next month and will report back to the Board at the next meeting.

### **Holiday Schedule**

Ms. Fennelly presented a motion and Mr. Murphy seconded the motion to accept the 2011 calendar as presented. The motion was unanimously approved.

### **Timeline/Trustee Objectives**

There was a discussion about the Trustees Objective regarding Facilities (#3) in relation to the pedestrian safety in the vicinity of the library.

The annual appeal letter needs to be in the mail by November 15<sup>th</sup>.

### **Review of User Satisfaction Survey**

The user satisfaction survey was available both on the library website and in both branches at public service desks over a 3 week time period.

The board discussed the survey responses in general.

### **Town Day**

Town Day setup starts at 9am and officially starts at 10am.

### **Community Read**

Ms. Loud is working with the author to determine a date for the author program. Ms. Loud is also working on additional programming events. Rebecca Meehan, young adult librarian, is working with the teens in conjunction with the community read.

### **Date of Next Meeting**

The next meeting will be October 12, 2010.

### **Adjournment**

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Susan Priver  
Assistant Director

### **Handouts:**

- Director's Report
- State Ethics Commission Letter to Ms. Kennedy-Pfister regarding conflict of interest
- Holiday Schedule for 2011
- Robbins Library Board of Trustees Goals and Objectives for FY'11